




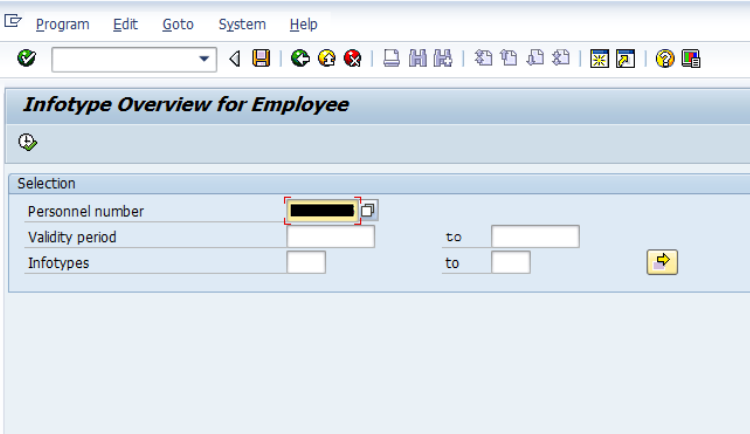


Infotype Overview for Employees - Report Instructions



Use this to report on changes to infotypes for an employee during a selected time period.

1. From the main screen, type transaction code: **S_AHR_61015471**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Personnel number* – Type a PerNr.
4. (Optional) Enter a validity date range and / or infotypes to narrow the search.
5. Click the **Execute** button  or press **F8** to execute.
6. The list of changes displays.
7. Double-click the dates to display the details of the change.
8. Click the **Back** button  or press **F3** to return to the previous screen.



Program Edit Goto System Help

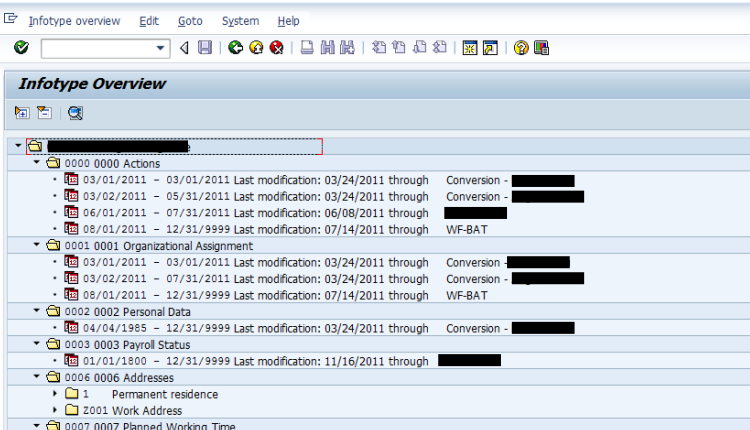
Infotype Overview for Employee

Selection

Personnel number [] to []

Validity period [] to []

Infotypes [] to []



Infotype overview Edit Goto System Help

Infotype Overview


0000 0000 Actions	03/01/2011 - 03/01/2011 Last modification: 03/24/2011 through	Conversion - []
03/02/2011 - 05/31/2011 Last modification: 03/24/2011 through	Conversion - []	
06/01/2011 - 07/31/2011 Last modification: 06/08/2011 through	Conversion - []	
08/01/2011 - 12/31/9999 Last modification: 07/14/2011 through	WF-BAT	
0001 0001 Organizational Assignment	03/01/2011 - 03/01/2011 Last modification: 03/24/2011 through	Conversion - []
03/02/2011 - 07/31/2011 Last modification: 03/24/2011 through	Conversion - []	
08/01/2011 - 12/31/9999 Last modification: 07/14/2011 through	WF-BAT	
0002 0002 Personal Data	04/04/1985 - 12/31/9999 Last modification: 03/24/2011 through	Conversion - []
0003 0003 Payroll Status	01/01/1800 - 12/31/9999 Last modification: 11/16/2011 through	[]
0006 0006 Addresses	1 Permanent residence	
2001 Work Address		
0007 0007 Planned Working Time		


9. *Period* – Choose a reporting period or choose Other Period to enter a date range.

10. You have more than one selection options:

Personnel Number – Type a PerNr.
OR

Cost Center – Type a cost center number.

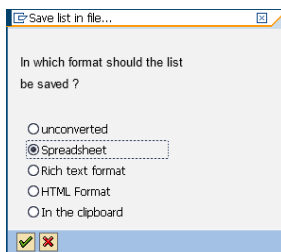
NOTE: Click the **Multiple Selection** button  for either the Personnel Number or Cost Center field to enter more than one number.

11. Click the **Execute** button  or press **F8** to execute.


12. The report displays.

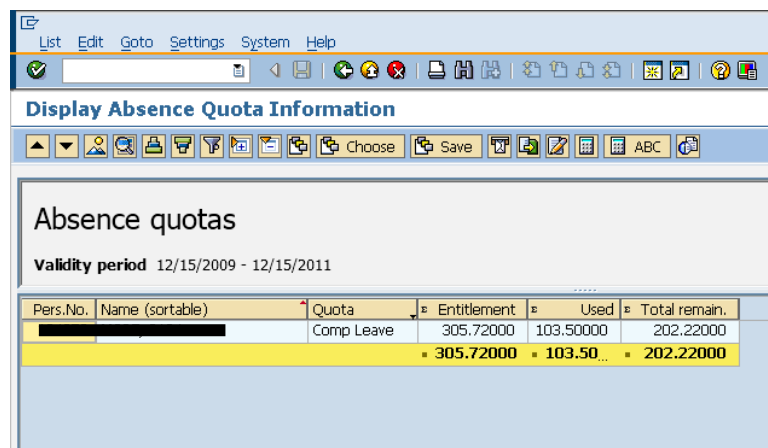
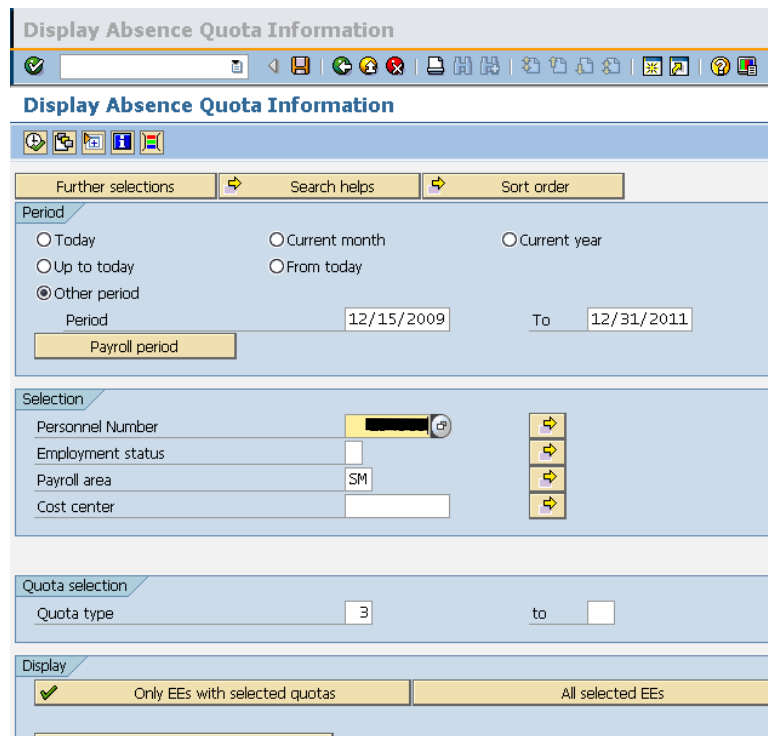
Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
- Choose the file location and type the file name.
- Click **Generate**.

13. Click the **Back** button  or press **F3** to return to exit the report.



Pers.No.	Name (sortable)	Quota	Entitlement	Used	Total remain.
	Comp Leave		305.72000	103.50000	202.22000
			305.72000	103.50...	202.22000